



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPARTMENTAL AIDE

Class No. 005236

■ CLASSIFICATION PURPOSE

Under general supervision, to perform a variety of very basic clerical and non-clerical tasks of minimal difficulty; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Departmental Aides in the Sheriff's Department perform various tasks in the jails, stations, and crime laboratories. This class does not require experience or education as assignments are clearly outlined and involve little discretion or interpretation.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Supervises trustees assigned the following duties: unloading and distributing food/clothing/office/cleaning supplies, custodial duties in jails and stations, sorting/washing/drying/folding laundry.
2. Guards trustees loading and unloading laundry.
3. Drives vehicles on laundry runs.
4. Delivers inmates' property to cell blocks.
5. Picks-up and exchanges inmates' property at Jail Information.
6. Prepares inmate monthly property inventory reports.
7. Cleans and oils shotguns periodically.
8. Keeps cars supplied with first aid materials.
9. Transports cars for maintenance, gas and washing.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- County customer service objectives and strategies.

Skills and Abilities to:

- Understand, speak, and read English language.
- Follow simple oral and written instructions.
- Perform simple arithmetic.
- Perform basic clerical tasks which may include filing, answering phones, and typing.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: education, training and/or experience that demonstrate possession of the knowledge, skills and abilities noted above.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: April 29, 1981  
Retitled: March 25, 1982  
Revised: February 14, 2001  
Reviewed: Spring 2003  
Revised: March 31, 2006**